



## Public Service Department

### MONTHLY REPORT

November 2023

*Professionalism*

*Integrity*

*Reliability*

*Quality*

*Pride*

#### Inside This Issue:

Public Service Values	2
Department Structure	3
Project Updates	4
Statistics	17

## PUBLIC SERVICE VALUES

### **Mission Statement**

Providing high-quality services to the community and maintaining the public infrastructure is the mission of the New Albany Public Service Department. With knowledge, innovation and collaboration services, snow removal and leaf collection are performed and assets like roadways and utilities are managed. Through the efforts of a motivated and professional workforce and citizen involvement, our mission is carried out.

### **Vision Statement**

The New Albany Public Service Department pledges to be the organizational leader in providing benchmark services and infrastructure management to the community. With a strong commitment to its citizens and business partners, we serve to ensure safety and quality of life in New Albany. Working collectively, we find success in solving problems confronting our community so we can move forward for a better tomorrow.

As members of the New Albany Public Service Department and partners with the community, we hold to these core values:

#### ***Professionalism***

Being the employees of a highly trained force, we maintain the skill, competence and character expected in delivering services to the community.

#### ***Integrity***

In the performance of our duties, we remain steadfast in adhering to the high moral principles and standards of our profession.

#### ***Reliability***

As a trusted member of the community, we carry out our work in a manner that is timely and dependable.

#### ***Quality***

Setting high standards for the performance, workmanship and completion of our duties is essential in the way we operate.

#### ***Pride***

Taking ownership and satisfaction in achievements made as individuals and as a team is the foundation for our success.

## DEPARTMENT STRUCTURE

### Administration:

The front office is staffed by three employees each weekday between the hours of 7:30 am and 4:30 pm. This staff consists of the following positions:

**Director   Public Service Manager**  
**Administrative Assistant**

The front office staff supports the administrative and operational needs of every division within the public service department.

### Maintenance Division:

The maintenance division is staffed by 26 employees responsible for owning and maintaining all of the city's public infrastructure and facilities. This includes maintaining all city-owned roadways, street lights, traffic signals, fire hydrants, storm sewers, sanitary sewers and waterlines. This team is also responsible for utility marking, roadside mowing, leaf collection and snow and ice removal. In addition, this group maintains all city-owned buildings and facilities including Rose Run Park, Village Hall, the Police Department, the Public Service Department, the Phelps House, the Guzzo building, three water booster stations and 2 water towers.

**Asset Control Technician      Engineering Technician**  
**Maintenance Supervisor (6)      Maintenance Worker (18)**

### Fleet Maintenance Division:

The fleet division is staffed by three employees responsible for servicing and maintaining a fleet of more than 100 vehicles along with a wide variety of equipment valued at +/- 11 million dollars. This team oversees the fuel management system for all departments, performs preventative maintenance and equipment repair and manages the acquisition and decommissioning of fleet vehicles. The fleet maintenance division also manages the New Albany Smart Ride Program.

**Fleet Manager      Fleet Mechanic (2)**

### Forestry Division:

The forestry division is staffed by three employees and manages the health and safety of New Albany's street and park trees through tasks such as pruning and removal. Work is planned seasonally according to the biological needs of different tree species. The forestry division is also responsible for the safe operation of chainsaws, commercial woodchippers and the city's bucket truck along with establishing and maintaining traffic control as needed.

**City Forester      Forestry Specialist (2)**

## PROJECT UPDATES

### November 2023

#### Administrative

- Director of public service Mike Barker, public service manager Angie Hobart and administrative assistant Bridget Beck met with Finance to review the budget book pages for the 2024 budget book.
- Director of public service Mike Barker and public service manager Angie Hobart attended the New Albany City Council 2024 Annual Budget Program on November 13th.
- Administrative assistant Bridget Beck and special projects supervisor Steve Kidwell attended the Thanks4Giving 4-Miler and Winter wonder 5K special event meetings.
- New Albany Stormwater Committee met November 16th to discuss ways that the City of New Albany is working towards sustainability, the success of the programs and New Albany's approach to development.
- Director of public service Mike Barker, public service manager Angie Hobart and snow supervisors Doug Wittman and Steve Kidwell discussed snow operations along Mink, Clover Valley and Green Chapel roads for the upcoming winter season.



*Thanks4Giving 4-miler*



## PROJECT UPDATES

### November 2023

#### Streets Division

##### Leaf Season

The street division oversees the leaf pickup process for the City. This fall was mild and dry and the leaves fell evenly over the months. The street team picked up an estimated 722,000 pounds of leaves.

A regular leaf removal event takes 5 employees, 3 trucks and 2 leaf machines. During the last week of removal, the team is fortunate enough to utilize 4 seasonal employees to help rake leaves. Each machine and truck will go through roughly 100 to 150 gallons of diesel each week. For a regular leaf removal event, it costs the City roughly \$3,559 per 8-hour day.



*722,000 pounds of leaves*

## PROJECT UPDATES

### November 2023

#### Special Projects

Special projects supervisor Steve Kidwell organized and worked with City of New Albany Planner Anna Van Der Zwagg in collecting election signs during the city's election sign recycling program. The city collected 745 election signs for recycling during the November 7-14 time frame.



*Recycled election signs*



## PROJECT UPDATES

November 2023

### Facilities Division

#### City Improvements

The facilities division replaced exterior lighting at the Heit Center. All exterior lighting has been updated to LED lighting.



*Tyler Myers changing lights*

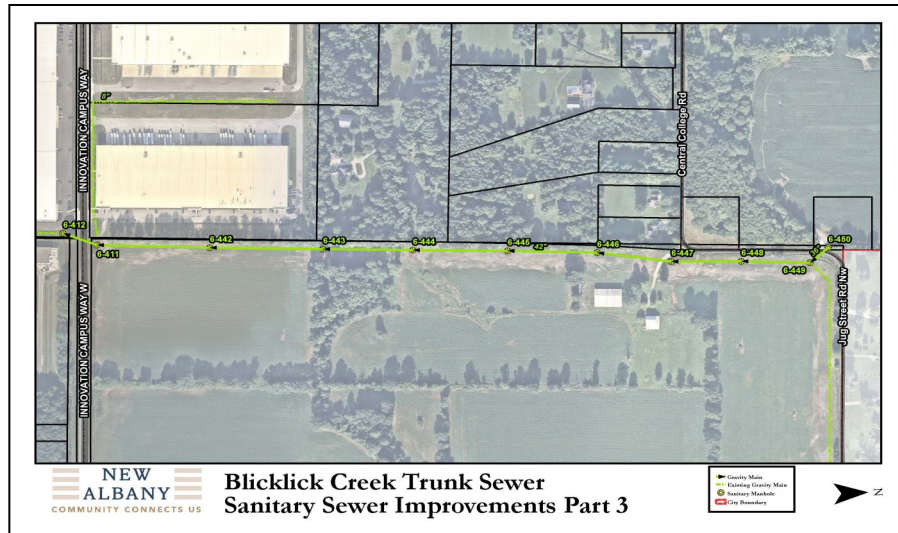
## PROJECT UPDATES

### November 2023

#### Utilities Division

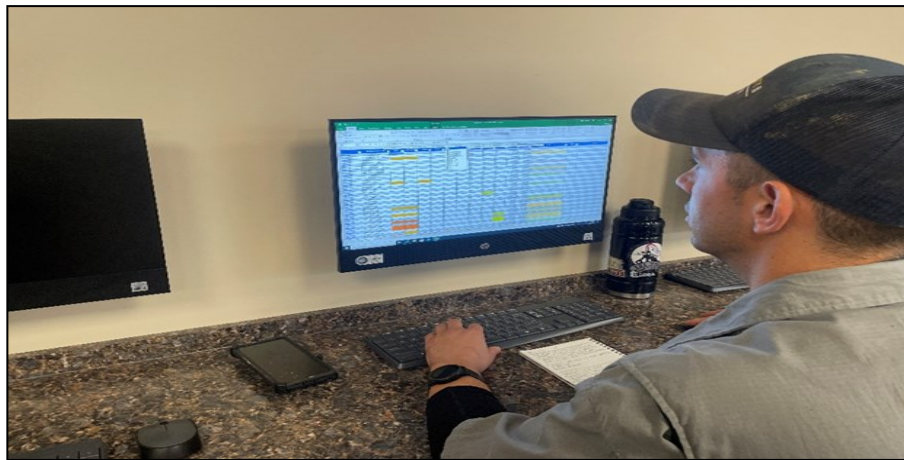
##### Sanitary sewer infrastructure:

The utilities division completed an inspection of Blacklick creek trunk sewer part 3. A total distance of 3185' was inspected along with eight manhole structure assessments. This inspection was to identify any deficiencies that will be covered under warranty for the project.



##### Sanitary sewer database:

The utilities division was tasked to create a sanitary sewer database. The purpose of the database is to store and track all data that is collected during inspections. This data identifies the overall condition of sanitary sewer line segments and structures. This database will help track asset condition over time and provide detailed data to management.



*Kerry Gastaldo seen creating sanitary sewer database*



## PROJECT UPDATES

### November 2023

#### Parks and Open Space Division

##### Parks maintenance

The parks and open space division began restoring benches throughout the City. The crew started with the James River area and will continue through the Fenway neighborhood through December.



*Daitan Rood and Carl McNeal seen restoring benches*



## PROJECT UPDATES

### November 2023

#### Right of Way Division

##### City maintenance

The right of way division oversees the annual sidewalk replacement program. The 2023 sidewalk leveling program is now complete. All areas are fully restored with topsoil, seed and seed starter. The roads that were part of the 2023 sidewalk program were:

North: Camden Drive, Joysmith Circle, Keesee Circle, Triplett Square, Sugarwood Drive, Camile Road, Jersey Street, Dean Farm Road, Gray Loop, Harlan Square and Maynard Place.

South: Chetwood Close, Somerly Court, Roxton Court, Willow Grove, Sutton Place, Southfield Road, Holkham, Westbury, Chelsea Green East, Chelsea Green West, Sedgwick Drive and Bulrush Court.



*Fully restored sidewalk leveling*



## PROJECT UPDATES

### November 2023

#### Forestry Division

##### Pruning

Contract pruning this year has completed trees on Byington Ln, Farley Ct, Decker Dr, and Goodheart Ct, Pembroke Pass, Willow Grove, Head of Pond and Leverett Pk. Ogden Woods is in progress.

The forestry team continued pruning oak trees in November and will continue throughout the dormant season, with spot pruning of other trees as necessary. London plane trees and sycamore trees are also targeted to be pruned during the dormant season.



*Sam Darnall, Chase Loughman and Mike Cligrow prune a sawtooth oak tree on Goodrich Sq N*



## PROJECT UPDATES

November 2023

### Forestry continued Pruning



*Sam Darnall, Chase Loughman and Tommy Diamond prune oak trees on Wilkin Ct*



## PROJECT UPDATES

### November 2023

#### Forestry Continued Planting

The forestry team started planting street and park trees in November and will continue through December.



*Sam Darnall, Tommy Diamond and Chase Loughman unload trees from the semi truck*



*Sam Darnall uses the grapple trailer to unload a tree near the planting site*



## PROJECT UPDATES

November 2023

### Forestry Continued Planting



*Chase Loughman and Sam Darnall remove burlap and twine from a rootball to find the root flare of the tree*

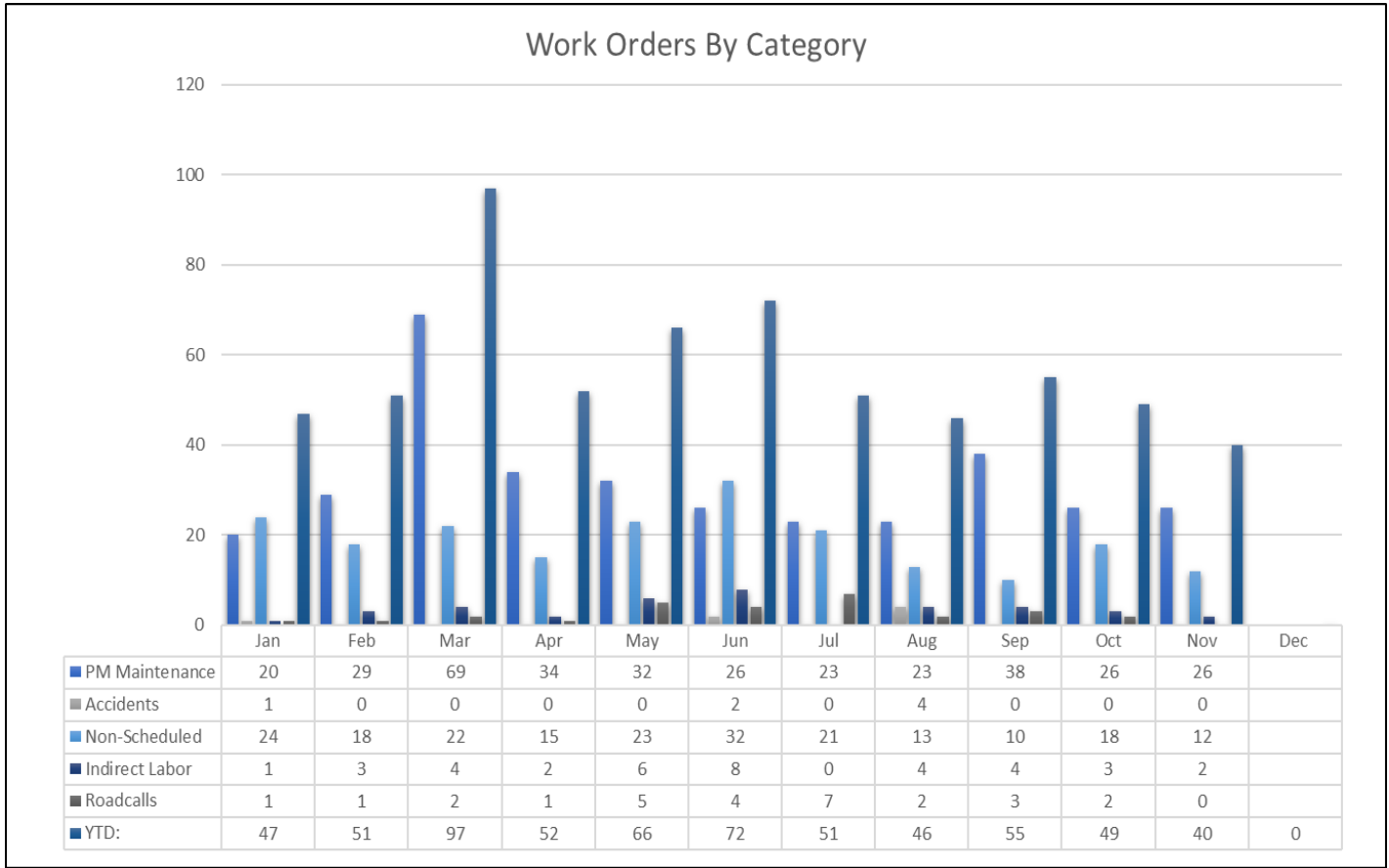
PROJECT UPDATES  
November 2023

Fleet Division

Fleet showcase

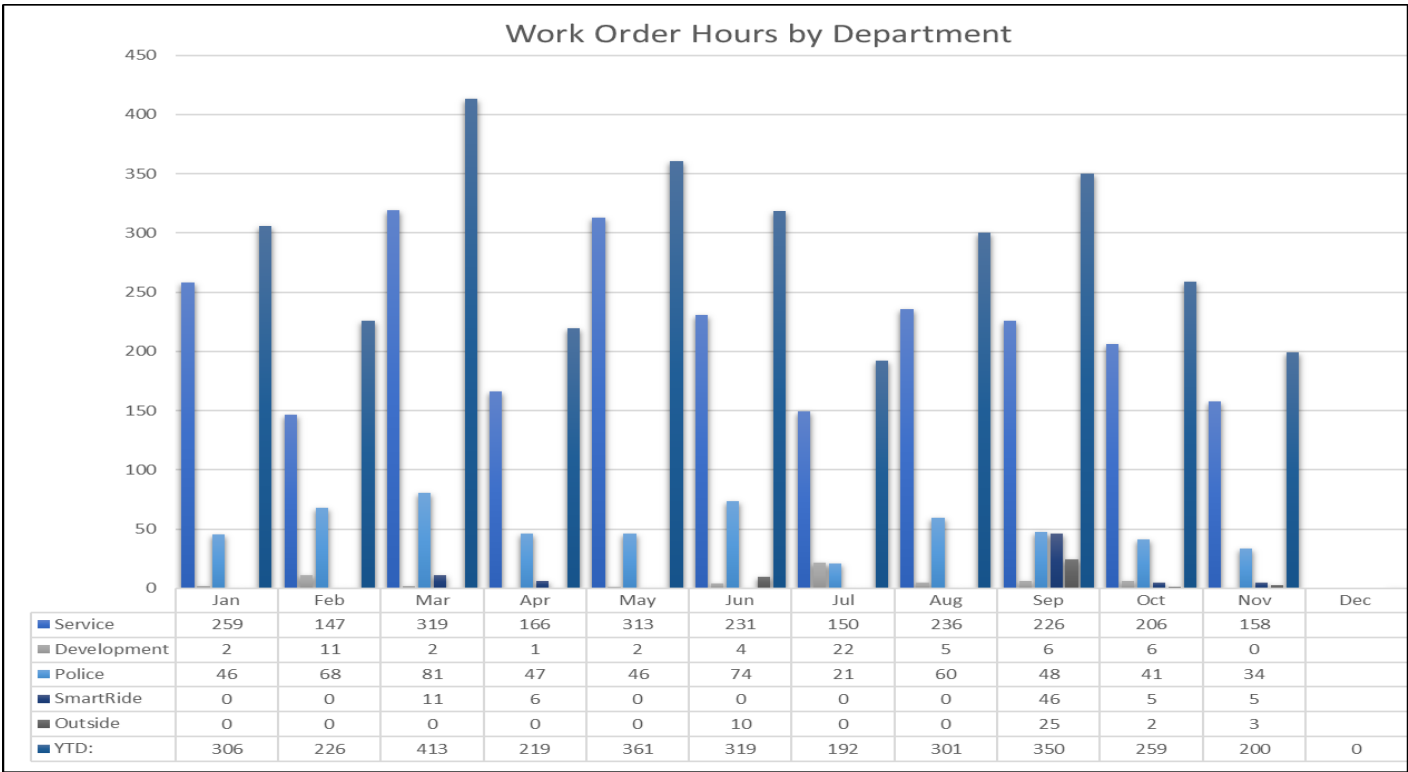
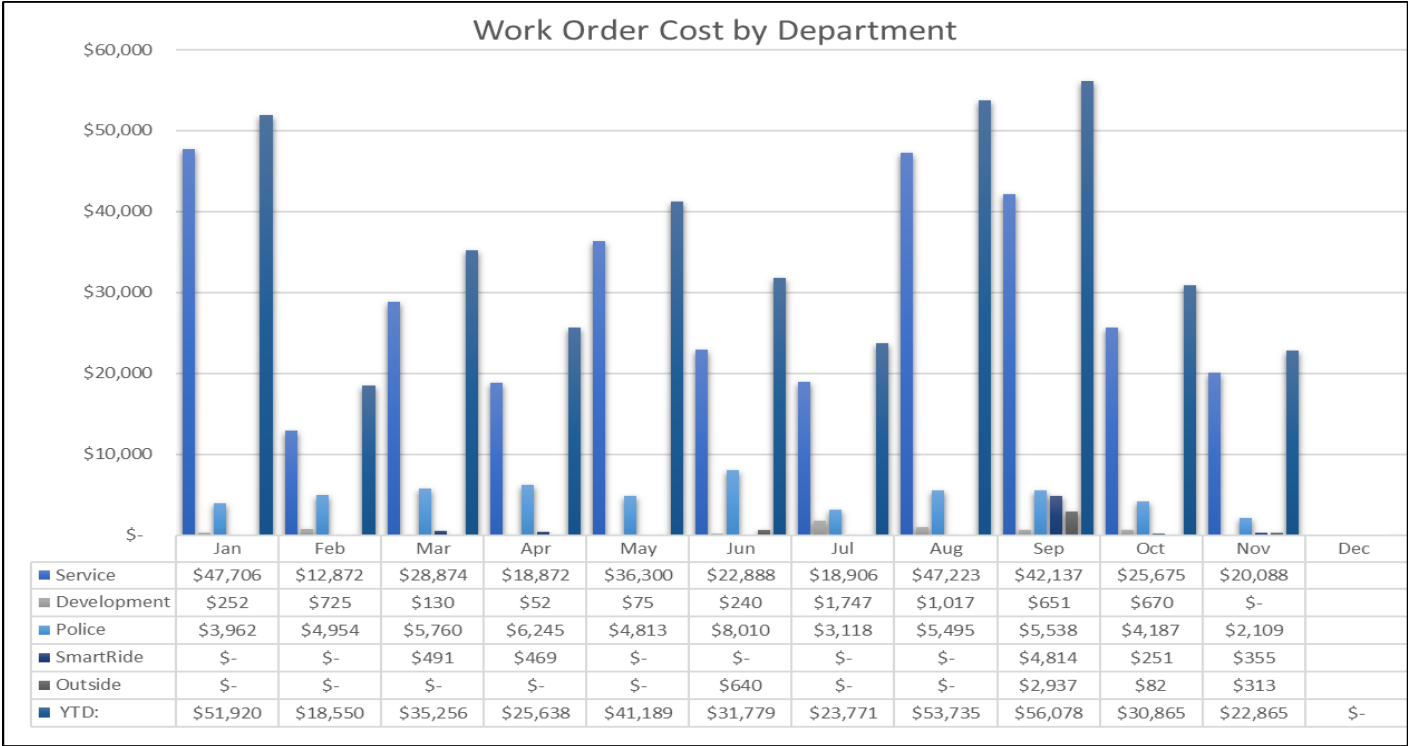
The fleet division focused on fleet preparation in anticipation of the upcoming winter season. The team finished the leaf season by addressing any repairs needed before dismantling the leaf machines. Lastly, the team worked to enhance the efficiency of the parts room by further organizing and labeling inventory items.

Fleet Work Orders



PROJECT UPDATES  
November 2023

Fleet Work Orders (continued)

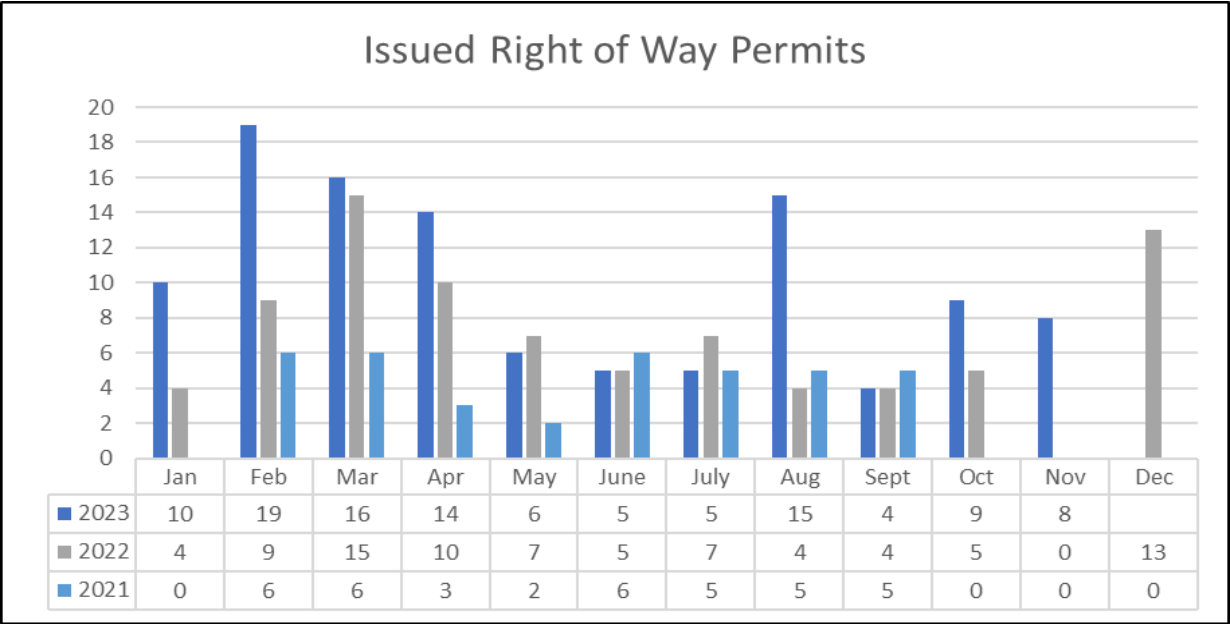


# STATISTICS

## November 2023

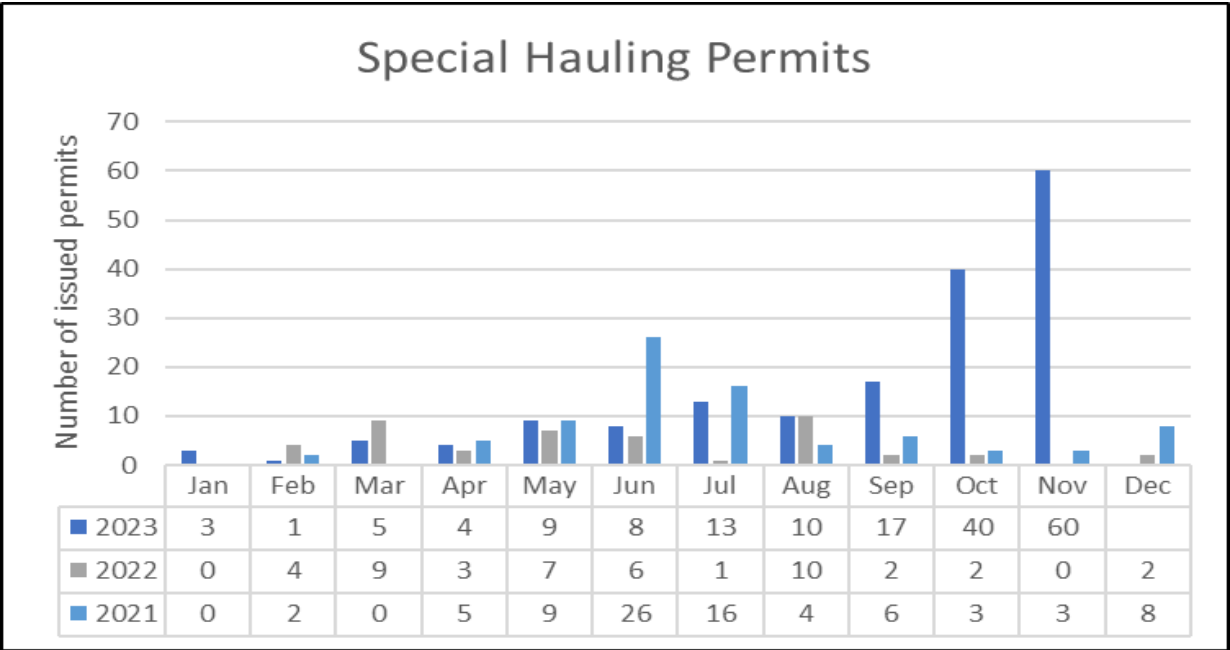
### Right of Way Permits

Right of Way permits are facilitated and issued by the City of New Albany for utilities planned to be installed within the public right of way.



### Special Hauling Permits

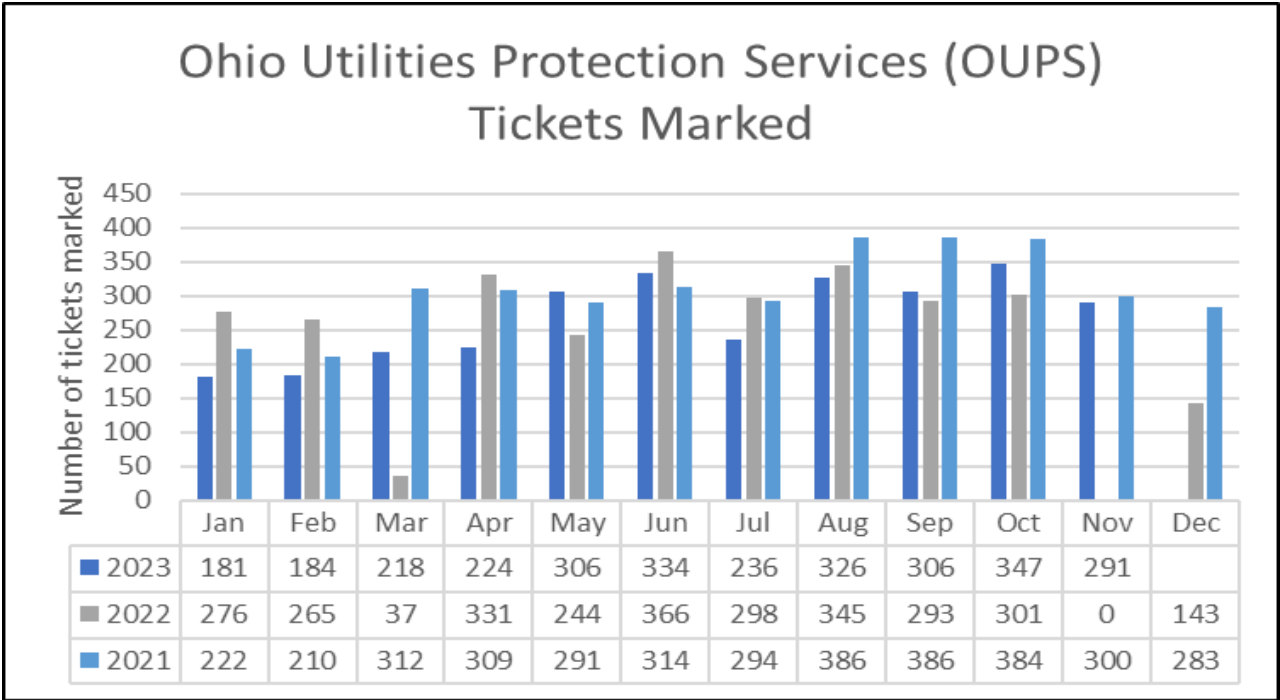
Special hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum road-way weight, width, height and/or length and are considered ‘oversized’.



STATISTICS  
November 2023

OUPS

The right of way division provides utility marking service for all city-owned utilities located within the public right of way and city-owned property.



Special Projects

The public service department participates and assists with many special events and projects throughout the year often requiring significant labor hours from our team.



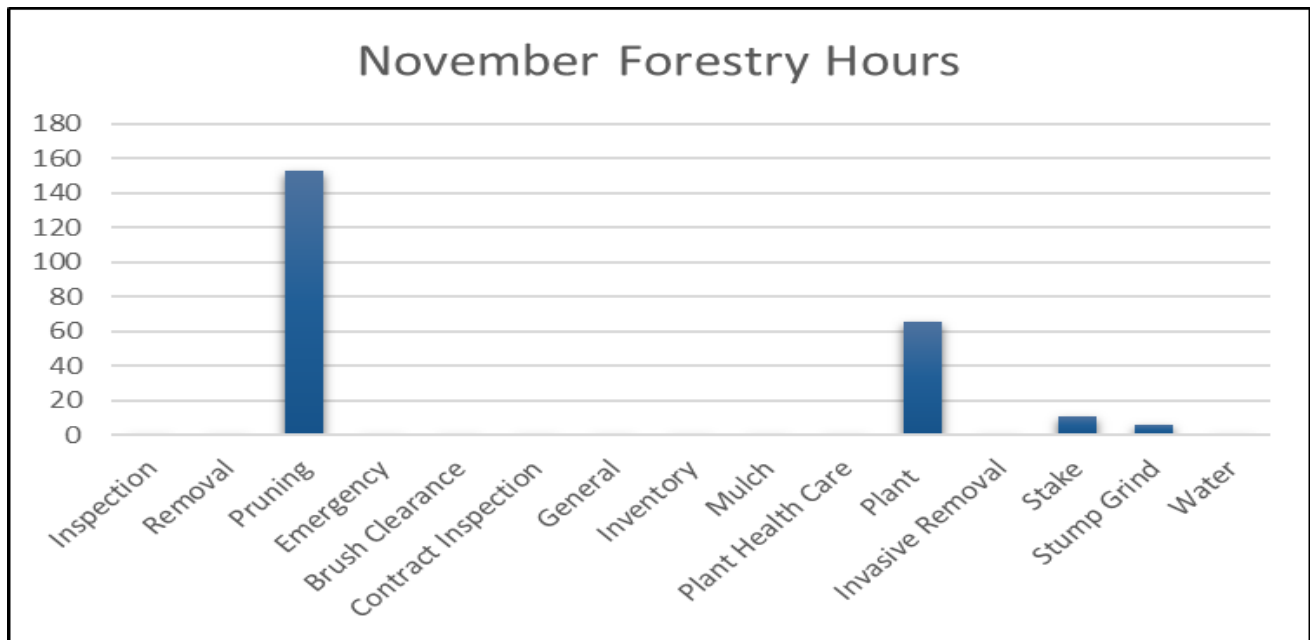


## STATISTICS

November 2023

## Forestry

The forestry division manages the health and safety of New Albany's street and park trees through tasks such as pruning and removal. Work is planned seasonally according to the biological needs of different tree species. The forestry division is also responsible for the safe operation of chainsaws, commercial woodchippers and a dedicated forestry truck along with establishing and maintaining traffic control as needed.

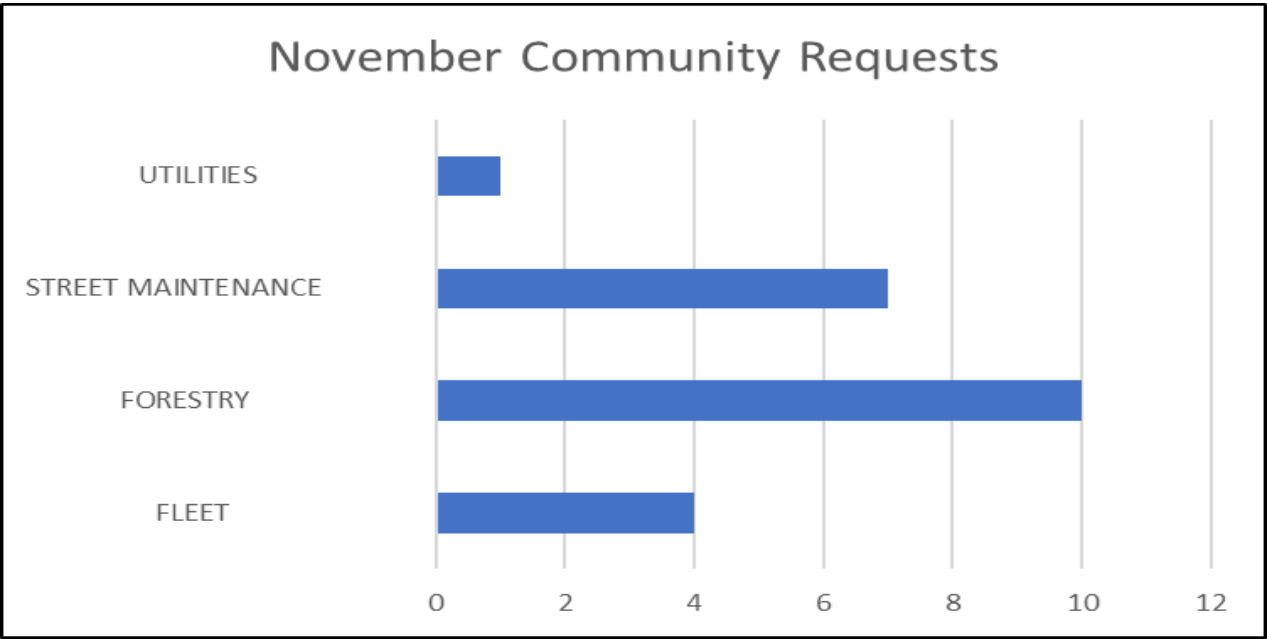
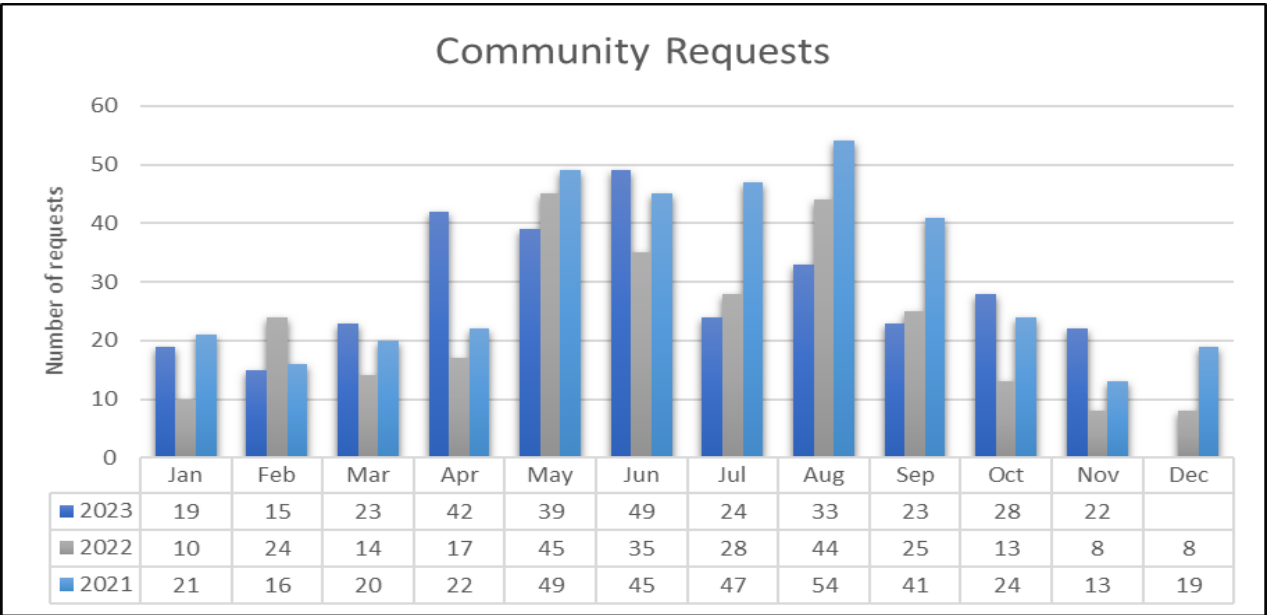


# STATISTICS

## November 2023

### General Maintenance

The maintenance division is responsible for responding to community requests related to city-owned infrastructure and services. The community requests graph represents the number of requests and types of requests received from residents for public services.





# STATISTICS

## November 2023

### Composting

Residents are encouraged to collect their compostable waste in a designated 5-gallon bucket in a compostable liner and drop it off at one of three designated areas throughout the city. These locations include Public Service, Village Hall and All Saints Episcopal Church.

